



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

ACCOUNTING TECHNICIAN I

\$1,508.49 - \$1,583.98 - \$1,663.15 - \$1,746.30 - \$1,833.57

ACCOUNTING TECHNICIAN II

\$1,666.33 - \$1,749.70 - \$1,837.14 - \$1,929.05 - \$2,025.50

(Bi-Weekly Salary)

Final Filing Date: Monday, September 14th, 2015, by 5:00 p.m.

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current position vacancy is in the Administrative Services Department/Finance Division. **Placement at either the Accounting Technician I or the Accounting Technician II level will be based on experience and qualifications.**

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Accounting Technician I/II classification.

Position: Under supervision (Accounting Technician I) or general supervision (Accounting Technician II), to perform a variety of technical and clerical accounting duties involving financial record keeping and transactions and maintaining the general ledger and related accounts; to assume responsibility for a set of financial records including accounts payable, payroll, investments, and utility billing; and to provide technical and clerical staff assistance to the Finance Department and City staff.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

ACCOUNTING TECHNICIAN I

Experience & Training: Two (2) years of general clerical experience preferably including some statistical or financial record keeping and training equivalent to the completion of the twelfth grade.

ACCOUNTING TECHNICIAN II

Experience & Training: Two (2) years of technical accounting and bookkeeping experience and training equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in accounting.

ACCOUNTING TECHNICIAN I/II

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position. Ability to work in standard office environment.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Examples of Duties: Process accounts payable documents on a timely basis; evaluate and check invoices against purchase orders to ascertain relative charges; analyze and assign correct account classification and vendor codes; compute extensions and prepare invoices for payment; prepare warrants; file checks; mail checks to payees. Open and sort utility bill payments; check amounts against payment stubs and enter data; balance and process payments. Serve as cashier; receive cash by mail, in person, or electronic transfer for payment of services, fees, permits, and deposits; record and issue receipts; post and reconcile receipts to specified accounts; count monies, wrap coins, and record checks for bank deposits; prepare and balance deposits. Gather, sort, assemble, post, tabulate, balance, check, and file financial and statistical data; maintain financial records and process documents involved in financial transactions; input data into computer system; assist in generating financial and statistical reports; edit computer printouts and enter corrections; separate and distribute reports. Assist in providing services at the public counter; greet the public at the service counter; answer the telephone, take messages, transfer calls, and provide information regarding services and procedures; answer questions and give authoritative information related to records maintained within the assigned area; receive and process applications for services; issue licenses. Establish and maintain complete files and records related to assigned functions; participate in the maintenance of various computer files and records; input and retrieve a variety of fiscal and statistical information using a computer terminal. Perform a variety of general clerical duties including answering phones, typing, sorting, and distributing mail, maintaining files and records, and maintaining supplies. Perform related duties and responsibilities as assigned.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4300 ext. 24.** Applications must be received in the Human Resources Division Office by 5:00 p.m. on Monday, September 14th, 2015. Copies may be downloaded from the following City website address: www.hollister.ca.gov. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$50,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon assignment.

Deferred Compensation: Optional Voluntary 457 and Roth Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: August 12, 2015

